

~~SECRET~~

COMMENTS FROM DDS CAREER SERVICES ON CAREER PLANNING, [REDACTED]

25X1A

a. Training

(1) The Office of Training has engaged in Career planning for some time and have abandoned a form of their own design in favor of the 1030 form. In the past Career Preference Outlines were prepared by each employee annually. The current system requires employees to submit only changes on an annual basis.

(2) All grade levels are included and participation is 100%.

(3) The approved Career Preference Outlines are not filed in the Official Personnel Folder in all cases. The system of coordination after Career Board approval is very time consuming and there is no follow-up to be sure Career Preference Outlines are sent to the Office of Personnel. Career Preference Outlines are prepared by employees for review and comment by their supervisor. The plan is then referred to the ST Career Board for approval. Action of the Career Board is recorded on the plan and returned to the supervisor for discussion with the employee. After discussion between the supervisor and the employee the plan is signed by employee and returned to Career Management Officer for forwarding directly to the Official Personnel Folder of employee. Office of Training is examining this procedure to see if they can eliminate any paper work and speed up the process.

(h) Office of Training seems to feel this is a very useful exercise and is a morale builder. They find Career Preference Outlines useful in terms of assignment as well as training courses.

b. Comptroller

(1) The present program was initiated in November 1957 in accordance with [REDACTED]

(2) Career Preference Outlines are prepared by individuals as soon as they become eligible for Career Staff membership.

(3) To date the Career Board has taken no action on Career Preference Outlines. The Career Preference Outlines are on the agenda for this month and they will be considered in grade groups beginning with GS-13.

(4) Career Preference Outlines have been completed by all eligible GS-13s and approximately half of the GS-14s. Career Preference Outlines will not be required below GS-7. Approximately 98% of eligible personnel have submitted Career Preference Outlines.

~~SECRET~~

25X1A

~~SECRET~~

(5) Career Board action on Career Preference Outlines will be general in terms of future assignments. The Comptroller feels this is privileged information and that they have no control over it once Career Preference Outlines are filed in Official Personnel Folders.

(6) Career Preference Outlines will be amended or re-submitted when career interests of employee change or upon request of the Career Board. There is no plan at present for regular review of Career Preference Outlines but this will be developed later.

(7) The approved copies will be referred to Personnel Operations Division for review prior to filing in Official Folder.

25X1A (8) Comments: The SF Career Service has been doing career planning for some time but not in accordance with the current regulation. Their initial reaction to [REDACTED] is that it requires too much paper work to accomplish the same thing they were doing with less papers. They will be in a better position to comment or make suggestions when the first planning exercise is completed.

c. Office of Logistics.

(1) During 1957 the Office of Logistics completed 44% of their Career Preference Outlines for GS-11 and GS-12 on form No. 1030. This was an experiment to determine whether the new form would serve as well as the one Logistics has been using. Based on the response the Logistics Career Service Board decided to continue under their own system.

25X1A (2) The principles of the Logistics Career Planning Program are the same as prescribed in [REDACTED]. Each year every employee is asked to complete a one page biographic information sheet. This paper gives the Logistic Personnel Office all the information they need to keep their personnel records current and includes information on overseas interest, area of interest, reasons why no overseas interest, etc. There is also a place for training completed and training requested. This information is analysed and referred to each Career Board Member for comment. If there is a difference of opinion, the case is then referred to the Career Board for formal action. These sheets are used in planning rotation tours internally or overseas. Field personnel submit Form 202 (Field Reassignment Questionnaire) which gives them an opportunity to state a preference for assignment, training, etc. Employees are notified at least six months in advance of their next assignment.

25X1A (3) [REDACTED] was distributed to all hands and any employee of Logistics is free to complete the form. The forms are submitted to the Career Management Officer who discusses the outline with the employee. The Career Management Officer also assists employee in implementing the plan when circumstances warrant.

~~SECRET~~

~~SECRET~~

(4) Career Preference Outlines (Form 1030) are forwarded through Personnel Operations Division for filing in Official Personnel Folder. The Logistics internal form (780) is not forwarded to the file.

(5) Movement within Logistics is limited due to the narrow specialities in that office - Career Preference Outlines from other offices have been useful to Logistics by identifying personnel interested in transferring to that Career Service.

(6) Career Preference Outlines are not practicable for certain categories of SL designees such as printers, laborers, chauffeurs, etc.

d. Communications.

(1) Communications does not use the form recommended by [REDACTED] 25X1A They have been doing career planning for some time through their Career Board.

(2) Communications has an unusual problem in that their people are specialized and while they move from one station to another they do not often move from one type of work to another. Engineers are engineers and communication technicians and code clerks remain so. Employees are given an opportunity to state a preference for the next area of assignment when they submit Form 202. The Board considers their request and where possible complies.

(3) Training is also set for these people. Certain training is prescribed for technicians and code clerks and they do not require anything else. Recently Communications has been sending selected groups to non-technical training but this will always be a minimum due to nature of their jobs.

e. Security.

(1) To date the Office of Security has completed all Career Preference Outlines for GS-11 and GS-12. They are now working on GS-7 and 9 and GS-13s and above. The problem is complicated by the large number of field stations in the SS Career Service. It is necessary for the Career Management Officer to visit the field stations since he assists each employee in preparing the outline which is then referred to the supervisor for comment. The Career Board acts on the plans after the supervisor comments.

(2) The Office of Security seems to think this procedure requires too much paper work but it has the advantage of giving employees an opportunity to express career interests. The employees in the field do not have too much information about headquarters jobs and their plans are not always realistic.

~~SECRET~~

~~SECRET~~

(3) Office of Security has been doing career planning for some time in terms of rotation assignments. SS designees are notified 10 to 12 months in advance of their next assignment. This lead time is used to accomplish whatever training is required for the next assignment. The SS Career Board has made rotation assignments within the Office of Security to develop employees who have demonstrated potential for different types of work.

(4) Completed Career Preference Outlines are routed directly to the Official Personnel Folder but in the future, Office of Security will route through Personnel Operations Division for information.

~~SECRET~~